

**Commonwealth of Virginia  
Department of Human Resource Management**

**Incentive Program RFP # OWE22-01**

**Addendum # 1  
August 12, 2021**

**Please sign this form and include as a part of your submission.**

**X**\_\_\_\_\_

**This addendum addresses all questions received through  
Thursday, August 12, 2021.**

1. Is the Commonwealth currently working with a consultant in support of this RFP?  
**No**
2. Section 4.0 – E. - Does the COV currently send physical addresses in eligibility file?  
**No**
3. Are Spouses/adult dependents part of the CommonHealth program and can they also earn incentives?  
**No**
4. Section 4.0 - Can you provide clarity on the frequency of \$25 dollar value limit for incentive? Is this the limit per year or per quarter?  
**The \$25 dollar value will be available per year. Each participant will still be able to earn points but will only be able to cash out on \$25 worth of incentives per year.**
5. Section 5.0 -B. - Optional DOB entry – we typically require DOB for verification against eligibility file during registration (one time). Is this amenable?  
**Per our Security and IT requirements, the collections and housing of PPI will not be collected.**
6. Section 7.0 B - 48 hour turn around on mailings to employees – can you clarify or provide examples of what data we would receive to initiate such turnaround? Are you referring to communications to be mailed once approved by the COV?  
**Acknowledgement of incentive processing to employee within 48 hours, shipment notifications sent to employee, and tracking numbers for incentive sent to employee.**

7. Is the COV looking for outcomes-based incentive design or health outcomes overall (for clarification purposes)?

**COV is looking for outcome-based incentive designs.**

8. Can you share whether the contract start date contemplates an implementation timeframe for an actual go live at a later date? What are your expectations for go live for employees?

**Please specifically outline the timeline needed to build out the application for our needs.**

9. How many wellness consultants do you have that would need to be trained?

**Ten Wellness Consultants will need to be trained.**

10. Would the COV prefer redline or a table of exceptions for any potential areas of exceptions on the BAA, terms and conditions?

**COV will accept which is best for the vendor to respond (as long as exceptions are pointed out). General Terms and Conditions are considered “boiler plate”.**